



Verification Specialist - SBE

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**Details**

**Job ID : 489**

**Title :** Verification Specialist - SBE

**Job Code :** 843

**Salary :** \$2,185.00 (Monthly)

**Grade :** 8

**Tenured :** YES

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**Job Departments**

- Court Services - Records and Statistics

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**Purpose**

RESPONSIBLE FOR VERIFYING CONVICTED FELONS ARE IN COMPLIANCE WITH THE STATUTES AND THE POLICIES AND PROCEDURES OF STATE BOARD OF ELECTIONS AND AOC.

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**Required Qualifications**

**Education :** 4 Year College Degree

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 1 Year of Related Experience

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**Job Required Knowledge**

- 1 YEAR OF RELATED EXPERIENCE MUST BE WITH COURTNET OR CLOSELY RELATED SYSTEMS

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- ABILITY TO WORK UNDER MINIMAL SUPERVISION

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**Job Preferred Knowledge**

- EXPERIENCE WITH KENTUCKY REVISED STATUTES

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**Job Duties**

- PERFORMS FIELD VISITS TO EXAMINE CIRCUIT COURT CASES
- INTERPRETS KRS RELATED TO REVIEWED CIRCUIT COURT CASES
- ENSURES COURTNET ACCURACY BY COPYING AND REVIEWING CASE FILES
- PROVIDES INITIAL REPORTS TO CENTRAL PRETRIAL OFFICE FOR FINAL REVIEW BEFORE NOTIFICATIONS ARE MADE TO THE STATE BOARD OF ELECTIONS
- MAY PROCESS RECORD CHECKS FOR DISSEMINATION
- MAY RESOLVE SYSTEM PROBLEMS AND CUSTOMER COMPLAINTS
- EXTENSIVE TRAVEL IS REQUIRED
- OTHER DUTIES AS ASSIGNED